

## Recruitment Procedure: A Study of Labomed N. K. Jain Instruments Pvt. Ltd.

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### **Abstract**

*Human resource Management classically pertains to planning; recruitment, selection, placement, induction, compensation, maintenance, development, welfare etc. of Human Resources of any organization to enable the organization to meet its objectives while also enabling the human resources to attain their individual goals.*

*As is evident from the definition of the concept the entire theme revolves centrally around human resource and its role in enabling simultaneous satisfaction of individual and organizational goals.*

*The immediate conclusion that follows from this is that the prime movers of the organization are the individuals. The process of bringing employees into the folds of organization is termed as recruitment and can be unambiguously treated as the central pillar for foundation stone of the entire concept of human resource management.*

*It is easy to see why recruitment has acquired such a high position out of the various facets of human resource management. The reason is simply that unless one has human resource in the organization whom will the human resource managers manage or whose energy will they channelize productively and usefully.*

*Keeping this idea into mind this paper is an attempt to study various options that are available both theoretically as well as practically for an organization to launch itself into the task of recruitment.*

## INTRODUCTION

**Recruitment** refers to the process of attracting, screening, and selecting qualified people for a job. For some components of the recruitment process, mid and large-size organizations often retain professional recruiters or outsource some of the process to recruitment agencies.

The recruitment industry has four main types of agencies: employment agencies, recruitment websites and job search engines, "headhunters" for executive and professional recruitment, and niche agencies which specialize in a particular area of staffing. Some organizations use employer branding strategy and in-house recruitment instead of agencies. Recruitment-related functions are generally carried out by an organization's human resources staff.

## OBJECTIVE OF THE STUDY

The objective of the study is to analyze the actual recruitment process in LTD. and to evaluate how

far these processes confirm to the purposes underlying the operational aspects of the industry. How far the process is accepted by it? The study on recruitment highlights the need of recruitment in LTD.

Main objectives of the study are:

### PRIMARY OBJECTIVE

- To study recruitment procedure and analyze the recruitment policy of the organization.

### SECONDARY OBJECTIVES

- To determine the main sources of recruitment preferred by the organisation.
- To determine the techniques used for selection and recruitment in the organisation.

## SCOPE AND IMPORTANCE OF THE STUDY

### SCOPE

1. Give suggestions to structure the Recruitment process of LTD.

It analyze the recruitment policy of the organization.

2. Extends to whole Organization. It covers corporate office, sites and works appointments all over India.
3. It covers workers, Clerical Staff, Officers, Jr. Management, Middle Management and Senior Management cadres.
4. Benefit company to improve and modify its recruitment and selection procedure.
5. Beneficial for the researchers by helping them in gaining knowledge and experience. It will also provide an opportunity to study and understand the prevalent recruitment and selection procedure.

### **Importance**

Every organization, therefore, strikes for greater productivity, elimination of wastes, lower costs and higher wages, so the industry needs a stable and

energetic labours force that can boost up production by increased productivity. To achieve these objectives a good recruitment & selection process is essential. By which industry strikes right number of persons and right kind of persons at the right time and at right places.

This study has an importance for the organisation as it will help it in modifying recruitment process and making it more effective.

## **RESEARCH METHODOLOGY**

Research Methodology refers to the various sequential steps to be adopted by a researcher in the study of a problem and thus framing a methodology format for obtaining the required objective. Research comprises defining and redefining problems, formulating hypothesis or suggested solutions, collecting, organizing and evaluating data, making deductions and reaching conclusions and at last carefully testing the conclusions to determine

whether they fit the formulating hypothesis.

The primary as well as the secondary sources were used for collection of data. In primary source of data collection the interview schedule and questionnaire and opinion survey were used and in secondary source of data collection relevant records, books, diary and magazines were used. Thus the sources of data collection were as follows:

### **PRIMARY**

1. Interview schedule.
2. Questionnaire.
3. Opinion survey.

### **SECONDARY**

4. Books
5. Magazines.
6. Internet

The researcher has used structured interview schedule, questionnaire and opinion survey for collection of data from primary sources. Interview schedules were used for workers clerical, category and questionnaires were used for supervisory and

executive cadre and opinion survey was used to know the technology, perceptions, thoughts and reactions of the executives, employees/workers of the organization

The researcher has used the secondary sources like books, magazines and other relevant records for collection of data to know about the industry as well as the respondents.

## **RECRUITMENT**

### **PROCEDURE IN LABOMED**

In LABOMED N.K.JAIN INSTRUMENTS PVT. LTD. the recruitment policy spells out the objective and provides a framework for implementation of the recruitment program in the form of procedures.

The company involves a commitment to broad principles such as filling vacancies with best qualified individuals. The recruitment procedure and policy in a company may embrace such issues as the

extent of promotion from within, attitudes of enterprise in recruiting old, handicapped and minor individuals, minority group members, part time employees and relatives of present employees.

Human resource is a most valuable asset in the Organization. Profitability of the Organization depends on its utilization. If their utilization is done properly Organization will make profit otherwise it will make loss. If a good dancer appointed as a Chief Executive Officer of a Company, he may not run the business. So right man should be procured at right place at right time, otherwise their proper utilization may not be done.

To procure right man at right place in right time, some information regarding job and job doer is highly essential. This information is obtained through Job Analysis, Job Descriptions, Job Specifications. Ltd. procures manpower in a very scientific manner. It gets information by use of these important documents like Job Analysis, Job Descriptions and Job

Specifications. Without these recruitment may be unsuccessful.

The company involves a commitment to broad principles such as filling vacancies with best qualified individuals. The recruitment policy in a company may embrace spell issue such as the extent of promotion from within, attitudes of enterprise in recruiting old, handicapped and minor individuals, minority group members, part-time employees and relatives of present employees.

In a company, there usually a staff unit attached with personnel or an industrial relations department designated as employment or recruitment office. This specialization of recruitment enables staff personnel to become highly skilled in recruitment techniques and their evaluation. However, recruitment remains the line responsibility as far as the personnel requisition forms are originated by the personnel, who has the final words in the acceptance or rejection of a particular applicant.

Despite this the staff personnel have adequate freedom in respect of sources of manpower to be tapped and the procedure to be followed for this purpose.

#### **RECRUITMENT PROCEDURE IN LABOMED N.K.JAIN INSTRUMENTS PVT. LTD**

The following way which it follows for recruiting the person

#### **A. Purpose**

The purpose of the process is to recruit employees to fill up the vacancies.

#### **B. Scope**

The scope of the company is to find the individuals seeking employment in the company.

#### **C. Responsibility**

The Responsibility is on the Manager-HRD.

#### **D. Authority**

The Authority in the company is commensurate with responsibility.

### **E. Procedure Steps**

#### **1. Manpower requirement**

•As and when the need arises, the Manpower Requirement Form is dually filled by the HOD/Group Manager of the concerned department and forwarded to the HRD Department.

•The HRD Department initiates activity on the recruitment once the "Manpower Requirement" form is approved by MD.

•All "Manpower Requirement" Forms are maintained by the HR Department.

#### **2. Identifying Sources Of Recruitment**

On the basis of Manpower Requirement Form a recruitment source is identified. The source of recruitment could be external or internal.

#### **➤ INTERNAL SOURCE OF RECRUITMENT**

The company suggests that the effective utilization of internal sources necessitates an understanding of their skills and information regarding relationships of jobs. This will provide possibilities for horizontal and vertical transfers within the enterprise eliminating simultaneous attempts to lay off employees in one department and recruitment of employees with similar qualification for another department in the company. Promotions and Transfers within the plant where an employee is best suitable improve the morale along with solving recruitment problems.

Employee referrals is also considered as a good source of recruitment in the company.

#### ➤ **EXTERNAL SOURCE OF RECRUITMENT**

An external source of Recruitment is considered from the combination of the

Following:

- **ADVERTISEMENT**

- All recruitment advertisements are placed centrally by the HRD Department.
- The advertisement is drafted by HRD Department in consultation with the concerned Department.
- All related documents of Advertisements released are maintained in the "Advertisement" file.

### **3. SELECTION**

#### **A .Screening/Short listing**

Resumes received from consultants, service portals and/or from the advertisements released in Newspaper/Magazines came from employee referrals are screened by HRD Department in consultation with the concerned department.

#### **B. Interview Call**

The shortlisted candidates are contacted for interview through an interview call letter/telephone call/e-mail or through the consultants.

#### **C. Interview Schedule**

Interview schedule is prepared and sent to the concerned Department's HOD, Interview panel and a copy is kept for HRD Department records.

By studying all the above procedure the researcher has observed and found that all the records of employees as well as applicants are not computerised. The researcher has also found that these data are kept into the files and were not maintained properly. Also cost benefit analysis is not done properly before conducting recruitment.

### **Interview of Hr Manager to Know Recruitment Policy**

The researcher have met HR manager and tried to know his views and the recruitment procedure used by the organisation.

**The researcher have asked him the following questions**

**1. Does your organisation have recruitment policy?**

**Response:** Yes

**2. Is this policy updated to cope up with the changes in the environment?**

**Response:** Yes

**3. Who frames recruitment policy?**

**Response:** Board of Directors.

**4. Does your organisation follow different systems for recruitment of executive level employees and workers?**

**Response:** Yes

**5. Which type of recruitment system is used by the organisation?**

**Response:** For recruitment at executive level centralised system of recruitment is used

For recruiting workers and employees decentralised system is used



**6. What are main sources of recruitment in your organisation?**

**Response:** Internal references, Employment exchange, Naukri.com and advertisements.

**7. Do you go for campus recruitments?**

**Response:** Yes

**8. Is there a provision to recruit trainees?**

**Response:** Yes

**9. What are the bases to recruit trainees?**

**Response:** Their performance during the training period.

**10. Do you use latest techniques like online interviews etc for recruitment?**

**Response:** No.

**11. Is recruitment process in your organisation is totally computerised?**

**Response:** No.

**12. Do you use internet as a source of recruitment?**

**Response:** Yes

**13. Does company use its own website for recruitment?**

**Response:** Yes, but mainly for the recruitments at executive level.

**14. Do you use any service portal?**

**Response:** Yes

**15. Which service portal do you prefer for recruitment?**

**Response:** Naukri.com.

**16. Which technique you prefer for the selection of employees?**

**Response:** Interview

**17. Which type of interviewing technique do you prefer for an interview?**

- a. Structured
- b. Unstructured
- c. Both

**Response:** Both

**18. What are your criteria for recruitment?**

**Response:** Quality of Experience and educational qualification.

**19. Do you always conduct Cost benefit analysis before creating a position or recruitment of manpower?**

**Response:** Most of the times but not always.

## **FINDINGS**

The researcher has drawn the following findings and conclusions on the basis of personal observations and responses of the employees followed by the responses of HR Manager towards the questions asked.

1. On the basis of the response of HR Manager the researcher find that organisation has a recruitment policy and Top management frames recruitment policies for the organisation. This policy changes to cope up with the changes in the environment. While most of the employees think that organisation do not have a specific recruitment policy.
2. Most of the sample employees think that their organisation prefers internal sources of recruitment along with that most of the respondents think that advertisements are the best way to recruit people. According to vb HR Manager of the company main sources of recruitment are internal references and service portals.
3. According to respondents as well as HR Manager, Company has a provision to recruit trainees.
4. Recruitment procedure is not fully computerized.

5. Company mostly uses interview technique for selection. But most of the sample employees think that company uses interviews, tests as well as references for selection.
6. Quality of experience is the main criteria for recruitment in the company.
7. According to most of the employees they have got the specified job offered to them.
8. Salary comparison does not justify as most of the sample employees are not satisfied with the compensation policy of the organisation,

## LIMITATIONS OF THE STUDY

Every effort has been done to minimize any errors and to present a factual picture with the help of statistical methods. But no study is free from limitations, which are caused by constraints of time, money, knowledge base and similar

factors. An attempt was made to broad base the study as far as possible; however it is natural that this study also suffers some of the limitations which are mentioned below.

1. The conservative nature of some of the employees was a limiting factor in gaining information. The respondent may be reluctant to express strong negative feelings and he might have given socially acceptable answer, which acted as a limitation.
2. Transient factors like fatigue, boredom and anxiety etc. may limit ability of the respondent to respond accurately and fully.
3. It is difficult to know whether willing respondents are truly representative
4. Some of the information like recruitment policy etc. was kept confidential and not disclosed to any person whosoever.

In spite of these difficulties I still put my best efforts and tried to do full justice to the subject matter and completion of the report.

## **SUGGESTIONS**

1. Cost benefit analysis should be done before creating a position or recruitment of manpower.
2. Manpower planning should be followed properly before recruiting.
3. Recruitment process should be fully computerised.
4. External source should be given equal importance along with internal sources. By which new brain will be inducted in the company with skill, talent, efficiency etc.
5. Proper enquiry should be done regarding previous employment of a candidate before recruitment to avoid industrial disputes.
6. During the selection process not only the experienced candidates but also the fresh candidates should be selected so as to avail the innovation and enthusiasm of new candidates. These candidates should be kept on the job for some time period; if suitable then they should be recruited.

## **CONCLUSION**

As organisation use internal sources of recruitment, it will help to increase efficiency because there will be more cooperation among employees. But due to very limited external recruitment there are less chances of innovation. Also, company mainly uses internal references as a source of recruitment and it increases chances of bias among candidates at the time of interview and selection.

Organisation has an organised manpower planning and organised recruitment policy. However, company can improve its recruitment procedure by opting latest methods and techniques. Company can also increase usage of external sources of recruitment to give a chance for more innovations.

Although the Company is more known for its strengths in marketing as compared to HR, company has always given due weightage to people power. With such projects, global HR has taken up the mantle to ensure that the Company draws from the strength of its people.

## **References**

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